

**University of Connecticut
JOB OPPORTUNITY
Purchasing Assistant**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Location: Storrs, CT 06269

Job Posting No: 2013633

Hours: Monday through Friday, 7:30am to 4:00pm with a 1/2 hour lunch

Salary: \$21.48/hour

Closing Date: Friday, June 21, 2013

The University of Connecticut, Central Stores, is seeking to fill a Purchasing Assistant position. This position is responsible for providing comprehensive purchasing support. Duties include: purchase all inventory for the Central Stores warehouse and special orders for customers as needed; includes nearly 9,000 products. Maintain minimum and maximum stock levels. Update inventory and plan stock purchases. Assist in maintaining Central Stores inventory integrity by completing inventory adjustments in the warehouse management system as necessary. Use Kual Financial System (KFS) and the Central Stores warehouse management system as these systems relate to purchasing functions. Monitor vendor and product performance to ensure compliance with contractual obligations. Develop, maintain, and update vendor database to reflect changes in services and capabilities. Meet with customers to assist them with product selections that comply with proper purchasing procedures. Maintain large selection of vendor catalogs for customers perusal and convenience. Maintain MSDS file for cleaning and other chemicals for customers information. Determine correct method for procuring goods and services in accordance with state statutes, rules and regulations, policies and procedures. Review all internal purchase requests for accuracy, completeness, and conformance to specifications; determine if requested material is under contract or should be purchased by bid. Prepare purchase requisitions and purchase orders for products, equipment, and services. Request increases, decreases, or cancellations of purchase orders as needed. Review bid proposals for accuracy, completeness, and compliance with existing specifications and proper purchasing procedures. Select vendors and obtain quotes as required; review quotes for conformance to specifications and other pre-established criteria. Assist in recommending contract awards; serve as liaison to vendors and to the University Purchasing Department. Prepare reports and issue correspondence as required. Interview and meet with sales representatives and vendors as needed. Handle and resolve routine vendor problems and/or inquiries. Troubleshoot customer service inquiries/issues independently and in conjunction with other Central Stores staff members and Facilities Operations staff as applicable. Perform other related duties as needed.

Eligibility Requirement: Must currently be employed as a Purchasing Assistant for the State of Connecticut or have an active Purchasing Assistant exam score. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Must have knowledge of state purchasing procedures and regulations; some knowledge of purchasing principles and procedures for large organizations and some knowledge of inventory control procedures; knowledge of office systems and procedures; good computer skills including experience with Excel, Word, and Outlook. Excellent customer service skills, interpersonal skills, and verbal/written communication skills are required. The ability to multitask, work with accuracy, and be organized in a fast-paced, high-volume work environment is preferred. Ability to work well both independently and collaboratively in a team environment is preferred. Experience working as a Purchasing Assistant for a University or other large organization is preferred.

General Experience: Four (4) years of clerical work involving purchasing or procurement.

Special Experience: Two (2) years of the General Experience must have been at a technical or complex clerical level. For state employees this is defined as at the level of Office Assistant or Financial Clerk.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months' experience to a maximum of two (2) years.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and a list of three references with contact information via Husky Hire at www.jobs.uconn.edu. **Application deadline for this position is Friday, June 21, 2013.** The University of Connecticut is an EEO/AA employer.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.